

October 5, 2009

**AGENDA LETTER**

Commissioners Court  
1001 Preston, 9<sup>th</sup> Floor  
Houston, Texas 77002

Vote of the Court:	Yes	No	Abstain
Judge Emmett	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comm. Lee	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comm. Garcia	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comm. Radack	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comm. Eversole	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Dear Court Members:

The following item is recommended for the Commissioners Court Agenda of October 13, 2009:

Request Commissioners Court authorization to accept an award for funding under the American Recovery and Reinvestment Act Port Security Grant Program, part of the Department of Homeland Security's Infrastructure Protection Activities, in the amount of \$1,688,016.

The award requires no local match and will fund three projects: a Marine Unit Deployment Facility; a Marine Unit Command and Control Facility; and Specialized Emergency Management Vehicles (High-Water Vehicles).

Sincerely,

*Ed Emmett*

Ed Emmett  
County Judge

Presented to Commissioner's Court

OCT 13 2009

APPROVE L/E

Recorded Vol \_\_\_\_\_ Page \_\_\_\_\_

10-07-09 09:59

EME/DPA  
Attachments

MANAGEMENT SERVICES  
HARRIS COUNTY

09 OCT 8 - 8 AM 8:48



# HARRIS COUNTY, TEXAS

Office of Budget Management

1310 Prairie, Suite 530

Houston, Texas 77002

(713) 755-3301

## Grants Coordination Section - Conveyance Form

Application

☐

Award

☒

<b>Department Name / Number</b>	<b>DUNs</b>	<b>Grant Title</b>
HARRIS COUNTY JUDGE - 100	072206378	ARRA Port Security Grant Program '09
<b>Funding Source:</b> U.S. Department of Homeland Security: CFDA# 97.116	<b>Grant Agency:</b> U.S. Department of Homeland Security	
<b>Program Year:</b> 1 st	<b>Program Ending:</b> 07/14/2012	
<b>Grant Begin Date:</b> 09/01/2009	<b>Grant End Date:</b> 08/31/2012	
<b>Grant Org. Key:</b>	<b>If applicable, Prior Year Org. Key:</b> N/A	

### Grant Description:

Funded by the U.S. Department of Homeland Security as part of the FY 2009 American Recovery and Reinvestment Act, this grant provides funding for costs associated with maritime domain awareness; IED prevention, protection, response, and recovery capabilities; and management and administration. The program guidance outlines uses and restrictions in detail. One of the priorities for the American Recovery and Reinvestment Act (ARRA) Port Security Grant Program (PSGP) is construction projects which address the most significant risks and can also be completed in a timely fashion. The ARRA Port Security Grant waives the PSGP's usual cash match requirement.

	Total Budget	Grant Funded	County Funded
Salary & Benefits	\$ 0.00	\$ 0.00	\$ 0.00
Non - Labor	\$ 1,688,016.00	\$ 1,688,016.00	\$ 0.00
Sub Tot. Incremental Cost	\$ 1,688,016.00	\$ 1,688,016.00	\$ 0.00
Indirect Cost	\$ 0.00	\$ 0.00	\$ 0.00 *
<b>TOTALS</b>	<b>\$ 1,688,016.00</b>	<b>\$ 1,688,016.00</b>	<b>\$ 0.00</b>

\* under development

Full Time Equivalent Positions

0.00

Date Grant Guidelines are Available

05/29/2009

% of Positions Paid by Grant

0.00%

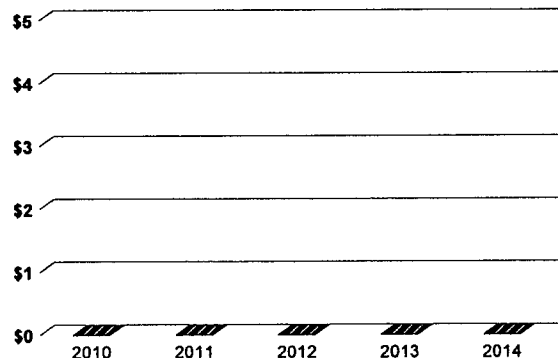
Grant Submittal Deadline Date

06/29/2009

### GCS Discussion:

This award is the result of an application approved by Commissioners Court on 7/14/2009. The three requested projects were fully funded and will increase the Sheriff's capacity to respond effectively to emergencies and potential incidents, including hurricanes and terrorist attacks, as well as to mitigate against possible losses that might be suffered as a result of such incidents. The first two projects are the construction of a marine unit deployment facility and a command and control center; and the third project is the purchase of four specialized emergency management vehicles to allow navigation through otherwise impassable or obstructed terrain during critical response events and/or emergencies.

### County Funded Cost Projection



Required Match per Grant



Discretionary Cash Match

Completed by :

Cadow, Eric

Reviewed by :

Date :

10/7/09

Date :

10/7/09

## ORDER

STATE OF TEXAS

COUNTY OF HARRIS

On this, the 13th day of October, 2009, the Commissioners' Court of Harris County, Texas, sitting as the governing body of Harris County, upon motion of Commissioner Lee, seconded by Commissioner Eversole, duly put and unanimously carried,

IT IS ORDERED that County Judge Ed Emmett or his designee be hereby authorized to approve for, and on behalf of Harris County, Texas, permission to accept, the following grant from the United States Department of Homeland Security:

### ARRA PORT SECURITY GRANT PROGRAM '09

Grant Funds: \$1,688,016.00

Period of Grant: 9/1/2009 – 8/31/2012

Vote of the Court:	Yes	No	Abstain
Judge Emmett	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comm. Lee	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comm. Garcia	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comm. Radack	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comm. Eversole	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Presented to Commissioner's Court

OCT 13 2009

APPROVE \_\_\_\_\_

Recorded Vol \_\_\_\_\_ Page \_\_\_\_\_



Department of Homeland Security, FEMA  
Grant Programs Directorate

September 29, 2009

Washington, D.C. 20531

The Honorable Ed Emmett  
County of Harris  
1001 Preston, Room 911  
Houston, TX 77002

Dear Judge Emmett:

I am pleased to inform you that the Grant Programs Directorate has approved the application for funding under the American Recovery and Reinvestment Act Port Security Grant Program (ARRA PSGP) in the amount of \$1,688,016 for County of Harris. As part of the Department of Homeland Security's (DHS) Infrastructure Protection Activities (IPA), the ARRA PSGP is an important component of a coordinated, national effort to strengthen the security of America's critical infrastructure.

Enclosed you will find the Grant Award and Special Conditions documents. This award is subject to all administrative and financial requirements, including the timely submission of all financial and programmatic reports, resolution of all interim audit findings, and the maintenance of a minimum level of cash-on-hand. Should you not adhere to these requirements, you will be in violation of the terms of this agreement and the award will be subject to termination for cause or other administrative action as appropriate.

If you have questions regarding this award, please contact:




- Program Questions, Rene Phillips, Program Manager at (202) 786-9735;
- Financial and Payment Questions, Grants Management Division (GMD) at (866) 927-5646, or send an email to [ask-GMD@dhs.gov](mailto:ask-GMD@dhs.gov).

Congratulations, and we look forward to working with you.

Sincerely,

Timothy W. Manning  
Deputy Administrator, National Preparedness Directorate

Enclosures

 Department of Homeland Security FEMA Grant Programs Directorate		<b>Grant</b>		PAGE 1 OF 5	
1. RECIPIENT NAME AND ADDRESS (Including Zip Code)  County of Harris 1001 Preston, Room 911 Houston, TX 77002		4. AWARD NUMBER: 2009-PU-R1-0232  5. PROJECT PERIOD: FROM 09/01/2009 TO 08/31/2012 BUDGET PERIOD: FROM 09/01/2009 TO 08/31/2012			
1A. GRANTEE IRS/VENDOR NO. 746011946		6. AWARD DATE 09/29/2009  8. SUPPLEMENT NUMBER 00		7. ACTION Initial	
3. PROJECT TITLE American Recovery and Reinvestment Act Port Security Grant Program (ARRA PSGP)		9. PREVIOUS AWARD AMOUNT \$ 0  10. AMOUNT OF THIS AWARD \$ 1,688,016 11. TOTAL AWARD \$ 1,688,016			
12. SPECIAL CONDITIONS THE ABOVE GRANT PROJECT IS APPROVED SUBJECT TO SUCH CONDITIONS OR LIMITATIONS AS ARE SET FORTH ON THE ATTACHED PAGE(S).					
13. STATUTORY AUTHORITY FOR GRANT This project is supported under Section 102 of the Maritime Transportation Security Act of 2002 (P.L. 107-295), as amended, 46 U.S.C. 70107; appropriated by American Recovery and Reinvestment Act of 2009, P.L. 111-5					
15. METHOD OF PAYMENT PARS					
AGENCY APPROVAL			GRANTEE ACCEPTANCE		
16. TYPED NAME AND TITLE OF APPROVING DHS OFFICIAL  Timothy W. Manning Deputy Administrator, National Preparedness Directorate			18. TYPED NAME AND TITLE OF AUTHORIZED GRANTEE OFFICIAL  Ed Emmett Judge		
17. SIGNATURE OF APPROVING DHS OFFICIAL  			19. SIGNATURE OF AUTHORIZED RECIPIENT OFFICIAL  		19A. DATE OCT 13 2009
AGENCY USE ONLY					
20. ACCOUNTING CLASSIFICATION CODES FISCAL FUND BUD. DIV. YEAR CODE ACT. OFC. REG. SUB. POMS AMOUNT 1 R PU 10 00 00 1688016			21. PU09V40206		

OJP FORM 4000/2 (REV. 5-87) PREVIOUS EDITIONS ARE OBSOLETE.

OJP FORM 4000/2 (REV. 4-88)



Department of Homeland Security  
FEMA  
Grant Programs Directorate

**AWARD CONTINUATION  
SHEET**  
**Grant**

PAGE 2 OF 5

PROJECT NUMBER 2009-PU-R1-0232

AWARD DATE 09/29/2009

***SPECIAL CONDITIONS***

1. The grantee and any subgrantee shall comply with the most recent version of the Administrative Requirements, Cost Principles, and Audit Requirements. A non-exclusive list of regulations commonly applicable to DHS grants are listed below:

**A. Administrative Requirements**

1. 44 CFR Part 13, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments
2. 2 CFR Part 215, Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations (OMB Circular A-110)

**B. Cost Principles**

1. 2 CFR Part 225, Cost Principles for State, Local and Indian Tribal Governments (OMB Circular A-87)
2. 2 CFR Part 220, Cost Principles for Educational Institutions (OMB Circular A-21)
3. 2 CFR Part 230, Cost Principles for Non-Profit Organizations (OMB Circular A-122)
4. Federal Acquisition Regulations (FAR), Part 31.2 Contract Cost Principles and Procedures, Contracts with Commercial Organizations

**C. Audit Requirements**

1. OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations
2. Recipient understands and agrees that it cannot use any federal funds, either directly or indirectly, in support of the enactment, repeal, modification or adoption of any law, regulation or policy, at any level of government, without the express prior written approval of FEMA.
3. All other grant policy terms and conditions contained in applicable Department of Homeland Security (DHS) Grant Policy Statements apply unless they conflict or are superseded by the following terms and conditions implementing the American Recovery and Reinvestment Act of 2009 (ARRA) requirements below. Recipients are responsible for contacting their grant managers for any needed clarifications. Sub-awards include sub-grants and sub-contracts issued for this award.



Department of Homeland Security  
FEMA  
Grant Programs Directorate

**AWARD CONTINUATION  
SHEET**  
**Grant**

PAGE 3 OF 5

PROJECT NUMBER 2009-PU-R1-0232

AWARD DATE 09/29/2009

*SPECIAL CONDITIONS*

4. This award requires the recipient to complete projects or activities which are funded under the American Recovery and Reinvestment Act of 2009 (Recovery Act) and to report on use of Recovery Act funds provided through this award. Information from these reports will be made available to the public.

The reports are due no later than ten calendar days after each calendar quarter in which the recipient receives the assistance award funded in whole or in part by the Recovery Act.

Recipients and their first-tier recipients must maintain current registrations in the Central Contractor Registration ( <http://www.ccr.gov> ) at all times during which they have active federal awards funded with Recovery Act funds. A Dun and Bradstreet Data Universal Numbering System (DUNS) Number ( <http://www.dnb.com> ) is one of the requirements for registration in the Central Contractor Registration.

The recipient shall report the information described in section 1512(c) of the Recovery Act using the reporting instructions and data elements that will be provided online at <http://www.FederalReporting.gov> and ensure that any information that is pre-filled is corrected or updated as needed.

5. Recipients may not use any funds obligated under this award for the construction, alteration, maintenance, or repair of a public building or public work unless all of the iron, steel, and manufactured goods used in the project are produced in the United States unless DHS waives the application of this provision. (ARRA Sec. 1605)
6. Subject to further clarification issued by the Office of Management and Budget and notwithstanding any other provision of law and in a manner consistent with other provisions of ARRA, all laborers and mechanics employed by contractors and subcontractors on projects funded directly by or assisted in whole or in part by and through the Federal Government pursuant to this award shall be paid wages at rates not less than those prevailing on projects of a character similar in the locality as determined by the Secretary of Labor in accordance with subchapter IV of chapter 31 of title 40, United States Code. With respect to the labor standards specified in this section, the Secretary of Labor shall have the authority and functions set forth in Reorganization Plan Numbered 14 of 1950 (64 Stat. 1267; 5 U.S.C. App.) and section 3145 of title 40, United States Code. (ARRA Sec. 1606)
7. Each recipient or sub-recipient awarded funds made available under the ARRA shall promptly refer to the DHS Office of Inspector General any credible evidence that a principal, employee, agent, contractor, sub-recipient, subcontractor, or other person has submitted a false claim under the False Claims Act or has committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct involving those funds. (ARRA Sec. 1553) The DHS Office of Inspector General can be reached at <http://www.oig.Department.gov/fraud/hotline/>
8. Recipients must require that first tier sub-recipients begin planning activities, including obtaining a DUNS number (or updating the existing DUNS record), and registering with the Central Contractor Registration (CCR) no later than the first time ARRA data requirements are due.



Department of Homeland Security  
FEMA  
Grant Programs Directorate

**AWARD CONTINUATION  
SHEET**  
**Grant**

PAGE 4 OF 5

PROJECT NUMBER 2009-PU-R1-0232

AWARD DATE 09/29/2009

*SPECIAL CONDITIONS*

9. To maximize the transparency and accountability of funds authorized under the American Recovery and Reinvestment Act of 2009 (Pub. L. 111-5) (Recovery Act) as required by Congress and in accordance with 2 CFR 215.21 "Uniform Administrative Requirements for Grants and Agreements" and OMB Circular A-102 Common Rules provisions, recipients agree to maintain records that identify adequately the source and application of Recovery Act funds. OMB Circular A-102 is available at <http://www.whitehouse.gov/omb/circulars/a102/a102.html>.

For recipients covered by the Single Audit Act Amendments of 1996 and OMB Circular A-133, "Audits of States, Local Governments, and Non-Profit Organizations," recipients agree to separately identify the expenditures for Federal awards under the Recovery Act on the Schedule of Expenditures of Federal Awards (SEFA) and the Data Collection Form (SF-SAC) required by OMB Circular A-133. OMB Circular A-133 is available at <http://www.whitehouse.gov/omb/circulars/a133/a133.html>. This shall be accomplished by identifying expenditures for Federal awards made under the Recovery Act separately on the SEFA, and as separate rows under Item 9 of Part III on the SF-SAC by CFDA number, and inclusion of the prefix "ARRA-" in identifying the name of the Federal program on the SEFA and as the first characters in Item 9d of Part III on the SF-SAC.

Recipients agree to separately identify to each subrecipient, and document at the time of subaward and at the time of disbursement of funds, the Federal award number, CFDA number, and amount of Recovery Act funds. When a recipient awards Recovery Act funds for an existing program, the information furnished to subrecipients shall distinguish the subawards of incremental Recovery Act funds from regular subawards under the existing program.

Recipients agree to require their subrecipients to include on their SEFA information to specifically identify Recovery Act funding similar to the requirements for the recipient SEFA described above. This information is needed to allow the recipient to properly monitor subrecipient expenditure of ARRA funds as well as oversight by the Federal awarding agencies, Offices of Inspector General and the Government Accountability Office.

10. Recipients agree to separately identify to each sub-recipient, and document at the time of sub-award and at the time of disbursement of funds, the Federal award number, CFDA number, and amount of ARRA funds.
11. The recipient shall not undertake any project having the potential to impact Environmental or Historical Preservation (EHP) resources without the prior approval of FEMA, including but not limited to communications towers, physical security enhancements, new construction, and modifications to buildings, structures and objects that are 50 years old or greater. Recipient must comply with all conditions placed on the project as the result of the EHP review. Any change to the approved project scope of work will require re-evaluation for compliance with these EHP requirements. If ground disturbing activities occur during project implementation, the recipient must ensure monitoring of ground disturbance, and if any potential archeological resources are discovered, the recipient will immediately cease construction in that area and notify FEMA and the appropriate State Historic Preservation Office. Any construction activities that have been initiated without the necessary EHP review and approval will result in a non-compliance finding and will not be eligible for FEMA funding.
12. The recipient agrees that all allocations and use of funds under this grant will be in accordance with the FY 2009 ARRA Port Security Grant Program guidance and application kit.
13. The grantee is prohibited from obligating, expending or drawing down funds provided through this award until a Budget Review is completed and approved by the Grants Management Division (GMD) and an official notice has been issued removing this special condition.
14. The grantee is prohibited from obligating, expending or drawing down funds provided through this award until all applicable programmatic documents, including MOUs and MOAs as needed, are provided to and approved by the program office and an official notice has been issued removing this special condition.





Department of Homeland Security  
FEMA  
Grant Programs Directorate

**AWARD CONTINUATION  
SHEET  
Grant**

PAGE 5 OF 5

PROJECT NUMBER 2009-PU-R1-0232

AWARD DATE 09/29/2009

*SPECIAL CONDITIONS*

15. Radiological detection equipment must be compliant with applicable national guidelines adopted by the U.S. Department of Homeland Security, including ANSI N3.23B-2003, ANSI N42.32-2003, ANSI N42.33-2003, and ANSI N42.35-2004.
16. The recipient agrees that all allocations and use of the funds under this grant will be in accordance with the current version of 2 CFR Part 176 and any updates hereafter.
17. All recipients must register at [www.FederalReporting.gov](http://www.FederalReporting.gov) prior to fulfilling their reporting obligations.



**Department of Homeland Security, FEMA**

*Grant Programs Directorate*

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*Washington, D.C. 20531*

**Memorandum To:** Official Grant File

**From:** Adria Martinez, GPD EHP Liaison

**Subject:** Incorporates NEPA Compliance in Further Developmental Stages for County of Harris

The recipient shall comply with all applicable Federal, State, and local environmental and historic preservation (EHP) requirements and shall provide any information requested by FEMA to ensure compliance with applicable laws including: National Environmental Policy Act, National Historic Preservation Act, Endangered Species Act, and Executive Orders on Floodplains (11988), Wetlands (11990) and Environmental Justice (12898). Failure of the recipient to meet Federal, State, and local EHP requirements and obtain applicable permits may jeopardize Federal funding. Recipient shall not undertake any project having the potential to impact EHP resources without the prior approval of FEMA, including but not limited to communications towers, physical security enhancements, new construction, and modifications to buildings that are 50 years old or greater. Recipient must comply with all conditions placed on the project as the result of the EHP review. Any change to the approved project scope of work will require re-evaluation for compliance with these EHP requirements. If ground disturbing activities occur during project implementation, the recipient must ensure monitoring of ground disturbance and if any potential archeological resources are discovered, the recipient will immediately cease construction in that area and notify FEMA and the appropriate State Historic Preservation Office. Any construction activities that have been initiated prior to the full environmental and historic preservation review will result in a non-compliance finding.



Department of Homeland Security  
FEMA  
Grant Programs Directorate

**GRANT MANAGER'S MEMORANDUM, PT. I:  
PROJECT SUMMARY**

**Grant**

PROJECT NUMBER

2009-PU-R1-0232

PAGE 1 OF 1

This project is supported under Section 102 of the Maritime Transportation Security Act of 2002 (P.L. 107-295), as amended, 46 U.S.C. 70107; appropriated by American Recovery and Reinvestment Act of 2009, P.L. 111-5

**1. STAFF CONTACT (Name & telephone number)**

Rene Phillips  
(202) 786-9735

**2. PROJECT DIRECTOR (Name, address & telephone number)**

Ian Gorman  
Grant Coordinator  
1001 Preston, Room 911  
Houston, TX 77002  
(713) 755-6704

**3a. TITLE OF THE PROGRAM**

ARRA PSGP

**3b. POMS CODE (SEE INSTRUCTIONS  
ON REVERSE)**

**4. TITLE OF PROJECT**

American Recovery and Reinvestment Act Port Security Grant Program (ARRA PSGP)

**5. NAME & ADDRESS OF GRANTEE**

County of Harris  
1001 Preston, Room 911  
Houston, TX 77002

**6. NAME & ADDRESS OF SUBGRANTEE**

**7. PROGRAM PERIOD**

FROM: 09/01/2009 TO: 08/31/2012

**8. BUDGET PERIOD**

FROM: 09/01/2009 TO: 08/31/2012

**9. AMOUNT OF AWARD**

\$ 1,688,016

**10. DATE OF AWARD**

09/29/2009

**11. SECOND YEAR'S BUDGET**

**12. SECOND YEAR'S BUDGET AMOUNT**

**13. THIRD YEAR'S BUDGET PERIOD**

**14. THIRD YEAR'S BUDGET AMOUNT**

**15. SUMMARY DESCRIPTION OF PROJECT (See instruction on reverse)**

Through this accord, the County of Harris will use grant funding in the amount of \$1,688,016 from the American Recovery and Reinvestment Act Port Security Grant Program (ARRA PSGP) for costs related to enhancing the Nation's port and maritime infrastructure to prevent, protect, respond to, and recover from threats or acts of terrorism. Projects will be determined by the cooperative agreement and grant award processes. These funds are intended to create a sustainable, risk-based effort for the protection of critical port infrastructure from terrorism, especially explosives and non-conventional threats that would cause major disruption to commerce and significant loss of life.

Project 1: Marine Unit Deployment Facility is approved for funding in the amount of \$1,089,059.

Project 2: Marine Unit Command & Control Facility is approved for funding in the amount of \$331,157.

Project 3: Specialized Emergency Management Vehicles is approved for funding in the amount of \$267,800.

## Gorman, Ian (Budget Office)

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**From:** donot-reply@ojp.usdoj.gov  
**Sent:** Tuesday, September 29, 2009 8:24 PM  
**To:** CJO Grants Notification (County Judge's Office); Gorman, Ian (Budget Office)  
**Subject:** GMS Award 2009-PU-R1-0232

Congratulations. You have been awarded a grant by the FEMA, Grant Programs Directorate of the Department of Homeland Security. Accepting your award is a two step process.

The first step is to designate a Financial Point of Contact (FPOC) for your award. To designate a FPOC please follow these steps:

1. Log into GMS.
2. Click the "Awards" link on the navigation bar on the left hand side.
3. Click the "View Award Instructions" link on the right of the award you want to accept.
4. A new page displays with a message near the top: "The FPOC designation must be submitted before the Award Package can be accessed." The page contains text boxes highlighted in yellow to capture the FPOC registration information.
  - a. If information for the FPOC of this award already exists in GMS, the first table entry will contain a box with the text "Available Financial Points of Contact." There is a box with a dropdown arrow to allow the selection of the FPOC. Select the name and click the "Load POC" box. GMS will populate the data entry fields with information from the user Profile. Click the button near the bottom of the page labeled "Submit."
  - b. If the name of the FPOC is not one of the choices using the dropdown arrow, type the appropriate information in each of the fields. Fields with an asterisk (\*) are required. Click the button near the bottom of the page labeled "Submit." The FPOC will receive an email requesting them to complete the FPOC registration.
5. Click "Yes" on the confirmation page.
6. You are allowed to assign more than one FPOC to each award. You are able to change the FPOC under the "Manage Users" link on the GMS home page.

NOTE: If you come to the Financial Point of Contact designation screen and the information in the fields are already grayed out and no "Submit" button is available, then the Financial Point of Contact has already been chosen. You will have to accept your award and await confirmation before you can change this designation. If, at that time, you need instructions on how to proceed, you can review the "Creating a Financial Point of Contact instructions" or contact the GMS Helpdesk for assistance.

The second step is to click on the "Award Document" link and download the award documents. If you choose to accept the award and ALL the special conditions, please:

1. Print the Award Document and Special Conditions.
2. Have the Award Document signed by the Authorized Grantee Official (Note: In Box 18 of the Award Document, the name and the title of the authorized grantee official are preprinted. The person named as the official in Box 18 should sign the Award Document in Box 19 and enter the signature date in Box 19A).
3. Have the Authorized Grantee Official initial the bottom right corner of each page listing any Special Conditions of the Award Document.
4. Return BOTH the Award Document and the Special Conditions pages to the Grant Programs Directorate, Control Desk at (202) 786-9905 or [ask-gmd@dhs.gov](mailto:ask-gmd@dhs.gov).

If you choose not to accept the award, OR if you do not agree with the terms/conditions of the award and would like to discuss options, then please contact your G&T program manager, Rene Phillips at 2027869735.

If the Authorized Grantee Official named on the Award Document is no longer authorized to accept this award on behalf of your organization, do not alter the preprinted name in Box 18 of the award. A Grant Adjustment Notice (GAN) will have to be completed to change the Authorized Grantee Official. Contact your program manager to initiate the GAN process, as grantees cannot initiate a GAN in GMS. Once the GAN is approved by G&T, you should:

1. Have the award signed by the new authorized grantee official.
2. Fax or email the signed award and special condition(s) plus the approved GAN to the Grants Program Directorate, Control Desk at (202) 786-9905 or [ask-gmd@dhs.gov](mailto:ask-gmd@dhs.gov).

If you have programmatic questions, contact your program manager, Rene Phillips at 2027869735. For financial questions, contact the Grant Programs Directorate, Control Desk at 866-927-5646 or [ask-gmd@dhs.gov](mailto:ask-gmd@dhs.gov). For questions about printing these documents, please contact the GMS Help Desk at 888-549-9901 Option #3.

Web link to GMS: <https://grants.ojp.usdoj.gov>

Please follow these links to access important OJP instructions:

Creating a financial point of contact instructions:  
[http://www.ojp.usdoj.gov/funding/pdfs/fsr\\_user\\_manual.pdf](http://www.ojp.usdoj.gov/funding/pdfs/fsr_user_manual.pdf)

Post Award Instructions: [http://www.ojp.usdoj.gov/funding/pdfs/post award instructions.pdf](http://www.ojp.usdoj.gov/funding/pdfs/post_award_instructions.pdf)

OJP Financial Guide: <http://www.ojp.usdoj.gov/financialguide/>

Your user name is: ARRA\_100\*. If this is your first time using the Grant Management System, please contact the GMS Hotline at 1-888-549-9901 for password and login instructions.

Please do not reply to this message. You can contact your program manager Rene Phillips at 2027869735

**ACH VENDOR/MISCELLANEOUS PAYMENT  
ENROLLMENT FORM**

OMB No. 1510-0056

This form is for Automated Clearing House (ACH) payments with an addendum record that contains payment-related information processed through the Vendor Express Program. Recipients of these payments should bring this information to the attention of their financial institution when presenting this for completion.

**PRIVACY ACT STATEMENT**

The following information is provided to comply with the Privacy Act of 1974 (P.L. 93-579). All information collected on this form is required under the provisions of 31 U.S.C. 3322 and 31 CFR210. This information will be used by the Treasury Department to transmit payment data, by electric means to vendor's financial institution. Failure to provide the requested information may delay or prevent the receipt of payments through the Automated Clearing House Payment System.

**AGENCY INFORMATION**

FEDERAL PROGRAM AGENCY Office of Justice Programs		OJP Grant Number/s:
AGENCY IDENTIFIER OJP	AGENCY LOCATION CODE (ALC): 15-04-0001	
ADDRESS 810 Seventh Street, NW Attn: Office of the Chief Financial Officer, Control Desk  Washington D.C. 20531		
CONTACT PERSON NAME Office of the Chief Financial Officer, Customer Service Center		TELEPHONE NUMBER (800) 458-0786
ADDITIONAL INFORMATION		

**PAYEE/COMPANY INFORMATION**

NAME:	OJP Vendor Number:
ADDRESS:	
CONTACT PERSON NAME:	TELEPHONE NUMBER:

**FINANCIAL INSTITUTION INFORMATION**

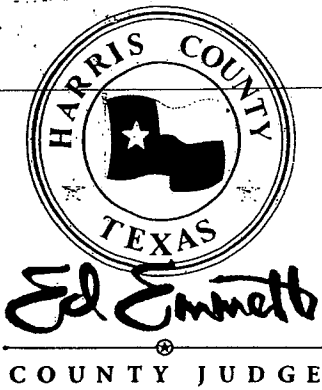
NAME:	
ADDRESS:	
ACH COORDINATOR NAME:	TELEPHONE NUMBER:
NINE-DIGIT ROUTING TRANSIT NUMBER:	
DEPOSITOR ACCOUNT TITLE:	
DEPOSITOR ACCOUNT NUMBER:	LOCKBOX NUMBER:
TYPE OF ACCOUNT: <input type="checkbox"/> CHECKING <input type="checkbox"/> SAVINGS <input type="checkbox"/> LOCKBOX	
SIGNATURE AND TITLE OF AUTHORIZED OFFICIAL: (Could be the same as ACH Coordinator)	TELEPHONE NUMBER:

NSN 7540-01-274-9925

388110;

SF3881 (Rev. 1290)  
Prescribed by Department of  
Treasury

**AGENCY COPY**



July 7, 2009

**AGENDA LETTER**

Commissioners Court  
1001 Preston, 9<sup>th</sup> Floor  
Houston, Texas 77002

Dear Court Members:

Vote of the Court:	Yes	No	Abstain
Judge Emmett	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comm. Lee	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comm. Garcia	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comm. Radack	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comm. Eversole	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The following item is recommended for the Commissioners Court Agenda of July 14, 2009:

Request Commissioners Court authorization to apply for Fiscal Year 2009 American Recovery and Reinvestment Act Port Security Grant Program funds from the Federal Emergency Management Administration, U.S. Department of Homeland Security, in the amount of \$1,688,016. There is no cash match requirement.

Sincerely,

Ed Emmett  
County Judge

EME/DPA/pw  
Attachment

09 JUL -9 AM 9:33  
HARRIS COUNTY  
MANAGEMENT SERVICES

07-08-09 14:47 RCVD

Presented to Commissioner's Court

JUL 14 2009

APPROVE

L/G

Recorded Vol \_\_\_\_\_ Page \_\_\_\_\_

Grant

- org letter + order + copy backup  
- Judge- copy letter + cc order + org backup  
- ulset(Heather)- copy  
- m - copy  
- ed - copy